

Philosophy of Funding of the Wittenberg University Student Senate

Revised December 5, 2023

I. Introduction

This funding philosophy was created to give the Student Senate and the Student Senate Finance Committee guidelines to use when considering funding student organizations and student-centered initiatives. The goal of this philosophy is to establish a broad set of guidelines to use when allocating a significant portion of the Student Activity Fee (\$100/student/semester). It is not intended to cover every possible scenario that may arise. Therefore, when circumstances that are not explicitly outlined in the guidelines arise, the members of the above stated bodies shall use good judgment and make decisions following the spirit of this philosophy.

II. The Mission of the Student Senate in Funding

The mission of the Student Senate in Funding is to promote opportunities for development and education outside the classroom. To facilitate the efficient allocation of funding, registered student organizations may apply for annual funding during spring Budget Hearings (section IV) or may apply for additional funding through Tiger Fund Hearings held throughout the semester (section X). Non-student organizations are able to apply for funding from Build a Better Wittenberg (BABW) for projects which focus on improving the greater Wittenberg community (Section VIII).

III. Annual Percentage Allocation per Category

1. Each year the following categories will be allocated the following percentage based on the income generated from the Student Activity Fee.

- Student Organizations 15%
- Intercultural Organizations 5%
- Club Sports 10%
- Union Board 38%
- Student Senate 4%
- Tiger Fund 10%
- BABW 7%
- Class Allocations 2%
- NY Times 3%
- Recreation & Well-Being 2%
- Witt Late Night 4%

2. The allocations at annual budget hearings will be based on the estimated Student Activity Fee Income and then will be adjusted to reflect the actual Student Activity Fee Income when that number is determined.

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3. Necessary Equipment

1. Purchasing of uniforms for any club must be specifically approved by Student Senate Finance Committee. Monies allocated for uniforms may not be reallocated within the organization's budget. Uniforms must stay within the club.

4. Organizational Conferences and Retreats

1. Funding may be given for conference fees if all students have the opportunity to participate.
2. Funding may be given for organizational retreats if they are open to all students and clearly advertised as so.
3. Student organizations may receive funding to send their officers to conferences to broaden their skills/knowledge, establish connections with other schools and to better serve the members of the Wittenberg Community.
4. Organizations wishing to attend an event more than 200 miles outside of campus must be approved by the Office of Student Involvement and

7. Apparel, Gift Cards, Gifts

1. Student organizations, without the permission of the Finance Committee, may not give out apparel items free of charge. Club shirts and other apparel items may be purchased with organization funds and distributed to members of said organization if the student organization can justify the expense to the Finance Committee.
2. Gift cards may not be purchased as prizes to be given away at events sponsored by student organizations.

8. Donations, Campaigns, Sponsorships, Philanthropies

1. Funding may not be given to seed-fundraisers without permission from Student Involvement.
2. Funding may not be given for honoraria or given to pay for any expenses related to the appearance of a candidate for public office.
3. Funding may not be given for donations of any kind. Only proceeds from a fundraiser may be donated.
4. Wittenberg Student Senate allocated funds may not be given to a non-Wittenberg (external) organization for use as sponsorships.
5. Outside organizations may sponsor, or donate to, Wittenberg student organizations as long as they do not require the alteration of the organization's identity and funds are spent in an ethical manner. Funds given in this way should be added to the organization's account and reported as "general income".
6. Organizations may add a philanthropic dimension to a program funded by Wittenberg's Student Activity Fee by soliciting donations at the event. All donations by attendees must be voluntary. Attendees **MUST** be informed in advance of the program that a donation will be solicited, the benefactor of the donation and its intended use. No admission fee will be approved to generate funds for a donation, and the collection of the donation may not be taken at the door when entering so as to avoid any inference that giving a donation is a precondition for admittance. The collection of voluntary donations can be taken during or after the event. No funding provided by Wittenberg's Student Activity Fee may be used as monetary donation. Though this philanthropic dimension may be added, funding for the program itself must be judged on the merit of its primary purpose first and foremost. Giving a donation is a

and/or fundraising event, please refer to the Sales, Solicitation & Fundraising Policy in the Student Handbook.

9. Academic Journals

1. All academic journals funded by Student Senate must distribute a set number copies of their most current publication to the following locations on campus: Five (5) copies at Thomas Library, five (5) copies at the Benham-Pence Student Center, and five (5) copies at the Office of Admissions. The journals must be placed where they are easily accessible

X. Organizational Reports and Audits

Finance Committee will periodically review each organization to make sure that the Philosophy of Funding Initiatives are being met and that organizational funds are being used in an appropriate manner. The Finance Committee will report any misuse of funds or other conflicts that may arise to Student Senate. The Finance Committee may require supplementary information, conduct additional investigations, or schedule additional reports/meetings at the Committee's discretion. Audits will typically be scheduled at the midterm point and the two weeks before finals of each semester. Student organizations which have spent more than \$300.00 or have charges to their account from unclear sources are eligible for auditing.

A. Student Organization Not on Senate Observance:

1. Each student organization receiving funding must submit a budget report to the Student Senate Treasurer at the end of fall semester and before Spring Break during the spring semester. The report must detail items purchased in an itemized budget, activities and events sponsored, attendance at events, and any other pertinent information.
2. Any Organization in the category receiving more than \$4,500 in funding may be asked to meet with the Finance Committee at least once per semester to discuss the organizations financial status.

B. Student Organization on Senate Observance:

1. Each student organization in this category receiving funding must submit a monthly written status report to the Senate Finance Committee. This report must detail items purchased, activities and events sponsored, attendance at events, re-organizational activities of the organization, and any other pertinent information.
2. Each student organization in the category will meet with the Finance Committee at least once a month per semester to discuss the organization's activities and events.

XI. Penalties

Student Senate has the authority to sanction organizations which misappropriate or overspend their allocated funds. Penalties for organizations include being placed on probation (Senate Observance), revocation of the right to reallocate, and prohibition from future funding. All sanctions will be removed at Student Senate's discretion. When a club is placed on Senate Observance, organizations will meet monthly with the Student Senate treasurer and Finance Committee to review the club's expenditures. They are also required to submit a monthly report to the Student Senate Treasurer and Finance Committee. Organizations which severely underspend their budget may have money in their accounts returned to Student Senate.

A. Types of Penalties

1. If an organization misappropriates their funds, it will be instituted in their organization's account, that they cannot reallocate money within

their allocated budget. If they were allocated \$500 dollars for a speaker,